



Accounts Payable Office
Old Main Room 203
304-696-2237, Fax 304-696-3289

BANNER Finance Vendor Registration Request Form

This form must be completed by department (not the vendor).

Complete Section 1 and provide as much vendor information in Section 2 as possible.

*Designates required field

Section 1: Departmental Information (contact information for notification, follow-up or questions)

*Date of Request:			
*Department:			
*Departmental Contact:			
	Name	Phone & Email	
Date Registration needed:			

Section 2: Initial Set Up Information (vendor does not currently exist in Banner Vendor File)

*Select one:			
☐	MU	Initial set up is for payment from State funds by Marshall University	
☐	MURC	Initial set up is for payment from Marshall University Research Corps Funds	
Select one (if applicable):			
☐	Vendor is an individual who is a full-time employee of Marshall University (receives a state payroll check)		
☐	Vendor is an individual who is a full-time employee of other State agency (not MU)		
☐	Vendor is Non-resident Alien (STOP! Contact Accounts Payable @ 696-2237 for important instructions)		
*Vendor Name:			
*Vendor Contact (if vendor is company):			
*Vendor Contact Number (fax/phone/email):			
*Has a W-9 form been requested from the vendor?		☐	Yes ☐ No
Vendor FEIN/SSN (if available):			
Purchase (PO) Address (if available):			
Payment Address (if available):			

Section 3: Change in Vendor Information (see below for required documents)

New Name/FEIN: Vendor must submit a new W-9 form directly to Accounts Payable Office (via mail or fax).
Employees must submit HR change of name/address form through Payroll (incl. copy of Soc. Sec. card)

New Address: A copy of a vendor's invoice or new W-9 form will be accepted
Employees must submit HR change of name/address form to Payroll Office.

****NOTE:** Request cannot be processed until completed W-9/W8 is received from the vendor.

Contact name will be notified when registration is complete

Questions? Call (304) 696-2237

Forward to Accounts Payable Office via: Fax (304) 696-3289